

City of Waterville
LaFleur Airport
2 LaFleur Rd
Waterville, Maine 04901

TEL (207) 861-8013 • FAX (207) 861-8015

REQUEST FOR Self-Service Fuel System BIDS

DATE: March 4, 2015

INSTRUCTIONS TO BIDDERS

1. **GENERAL:** The City of Waterville is accepting bids for a self-service fueling system meeting the specifications accompanying this document.
2. **BID SUBMITTAL: Sealed bids** will be accepted by the Office of the Airport Manager, 2 LaFleur Rd, Waterville, Maine 04901 up to and including **12:00 PM** local time, **Friday, March 27, 2015**, at which time they will be publicly opened and read. All bids will be placed in a sealed envelope clearly marked "Self-service fuel system" in the center with the bidder's name and address in the upper left hand corner. Bids not dated and time stamped by the Office of the Airport Manager prior to the specified date and time stated above will be declared invalid and returned unopened.
3. **WITHDRAWAL OR REVISION OF BID:** A bidder may withdraw or revise a bid after it has been received by the Office of the Airport Manager, provided the request is made in writing or in person before the time set for bid opening.
4. **BID AWARD:** Bid award, if the City determines to award, will be made within thirty (30) calendar days after bid opening, to the lowest responsible bidder whose bid fully complies with the requirements specified contingent upon approval by the City Council. The City reserves the right to reject any and/or all bids without absorbing any liability against the City.
5. **EVALUATION OF BIDS:** For purposes of evaluating the bids, in the event of any discrepancies on a proposal between an amount written out in words versus the same amount expressed in numbers, the amount written in words shall govern (if applicable). The bidder shall in no way be relieved of any obligation to provide the product, service and/or equipment specified through error, mistake or omission.
6. **SPECIFIED QUANTITY:** One (1) Self-service fuel system
7. **INVOICES AND PAYMENT:** Invoices shall be transmitted to the LaFleur Airport, 2 LaFleur Rd, Waterville, Maine 04901-6699. It is the practice of the City of Waterville to pay invoices within thirty (30) days of receipt. The City is exempt from State of Maine Sales Tax.
8. **PENALTY CLAUSE:** N/A

9. **INSURANCE:** N/A
10. **PERFORMANCE BOND:** N/A
11. **CANCELLATION:** The City reserves the right to cancel any unfulfilled portion of the Contract if, in the opinion of the City, the services or materials supplied are unsatisfactory or are not in compliance with the terms and conditions of the specifications. Cancellation shall be effective following ten (10) calendar days written notice to the Bidder.
12. **EXCEPTIONS TO SPECIFICATIONS:** These instructions to Bidders and General Paragraphs are an integral part of the Specifications for a **SELF-SERVICE FUEL SYSTEM** and will be binding on the Bidder. Any exceptions shall be considered, however, in determining the most acceptable proposal.
13. **INQUIRIES:** Any questions concerning this bid request should be directed to the Airport Manager, Randy Marshall, 2 LaFleur Rd, Waterville, Maine 04901. Telephone inquiries can be made by calling (207) 861-8013 between the hours of 8:00 AM & 4:00 PM Monday thru Friday.
14. **GENERAL PARAGRAPHS:** See attached **Bid Specifications**.

City of Waterville, Maine

BID SPECIFICATIONS

SELF-SERVICE FUEL SYSTEM

GENERAL - It is the intent and purpose of these specifications to describe a standard production Self-service fuel system.

The City is seeking a Self-service fuel system to be used in conjunction with an existing 100LL fuel tank and pumping station. It is desired that the system be a FUELMaster 2550 (keyless) Prokee Aviation Fuel Management system with: data logger, Pedestal Receipt Printer, Fuel Master Plus Windows Software (or an equivalent system). The system will be providing access for a single pump and pulsar unit. To adapt the existing fuel station to this style system it is known that a new 3hp explosion proof 3600 rpm pump motor will need to be supplied and installed. 50 Prokee's and a Prokee encoder USB to be included. The system is should be wireless (access point base station). The city will supply the electrician, and will pour and set the foundation to the systems pedestal. Bidders are welcome to evaluate and inspect the existing fuel system during the business hours mentioned under section 13 (inquiries).